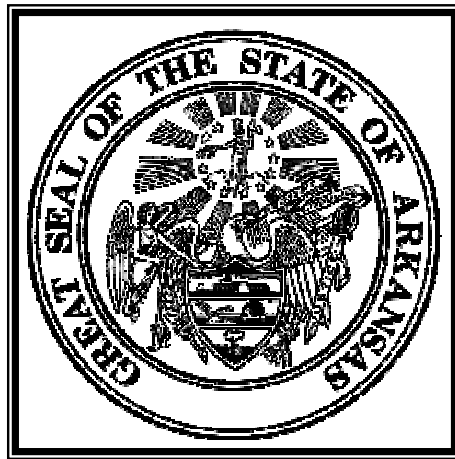


ARKANSAS

FIRE PROTECTION LICENSING BOARD

RULES & REGULATIONS



Applicable to
FIRE PROTECTION SPRINKLER SYSTEMS
Effective May 9, 2000

Arkansas Fire Protection Licensing Board
7509 Cantrell Rd., Suite 103-A
Little Rock, Arkansas 72207
501-661-7903
Web Site: www.arfireprotection.org

ARKANSAS FIRE PROTECTION RULES & REGULATIONS FOR SPRINKLER SYSTEMS
EFFECTIVE JULY 1, 1998

- 1) **Purpose.** The purpose of these rules is to regulate the persons engaged in the business of planning, selling, installing, maintaining, inspecting, or servicing fire protection sprinkler systems in the interest of safeguarding lives and property pursuant to Act 743 of 1977 as amended, (ACA 20-22-601 through 614).
- 2) **Title.** These rules shall be known and may be cited as the sprinkler rules and shall be administered by and through the Board.
- 3) **Applicability of Rules.** These rules shall apply to all firms and persons engaged in the business and not to the general public.
- 4) **Notices.** Notice by the Board as required by any provision of statute or of these rules must be given by personal service of mail, postage prepaid, addressed to the person to be notified at his last known address of residence or business as it appears on the records in the office of the Board.
- 5) **Definitions.** The following words and terms, when used in these rules, shall have the following meanings, unless the context clearly indicates otherwise:
 - a) **Board** – The Arkansas Fire Protection Licensing Board.
 - b) **Certificate** – The certificate of registration issued by the Board to a fire sprinkler system contractor authorizing the company to engage in the business.
 - c) **Certify** – To attest to the proper planning, installing, maintaining, inspecting, or servicing of fire protection sprinkler systems by executing a contractor’s material and test certificate of attaching a completed service tag.
 - d) **Fire Protection Sprinkler System** – An assembly of underground or overhead piping or conduits that convey water with or without other agents to dispersal openings or devices to extinguish, control, or contain fire and to provide protection from exposure to fire or the products of combustion.
 - e) **Fire Protection Sprinkler System Contractor** – A person or organization that offers to undertake, represents itself as being able to undertake the plan, sale, installation, maintenance, inspections, or service of a fire protection sprinkler system or any part of such a system.
 - f) **Full-Time Employee Basis** - An employee is considered to work on a full-time basis if the employee works an average of at least 30 hours per week.
 - g) **Inspections** – A visual examination of a sprinkler system or portion thereof to verify that it appears to be in operating condition, per codes, and free from physical damage.
 - h) **Installation** – The initial placement of a system or its extension or alteration after initial placement.
 - i) **Maintenance – Repair** – To maintain in the condition of repair that provides performance as originally planned.
 - j) **NFPA** – National Fire Protection Association, Inc. – A nationally recognized standards-making organization, #1 Batterymarch Park, PO Box 9101, Quincy, Mass. 02269-9101.
 - k) **NICET** – National Institute for the Certification in Engineering Technologies.
 - l) **Organization** - A corporation, partnership, or other business association, a government entity, or any other legal or commercial entity.
 - m) **Person** - A natural person, including any owner, manager, officer, employee, or occupant.

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- n) **Plan** – To lay out, detail, draw, calculate, devise, or arrange an assembly of underground and overhead piping and appurtenances in accordance with either adopted fire protection standards or specifications especially designed by an engineer.
 - o) **Responsible Managing Employee (RME)** – An individual or individuals who shall be designated by each company that plans, sells, installs, maintains, or services a fire protection sprinkler system on a full time basis to assure that each fire protection sprinkler system as installed, maintained, or serviced meets the standards as provided by law.
 - p) **Standards** – Those nationally recognized standards adopted herein.
 - q) **Test** – The act of subjecting a fire protection sprinkler system to any procedure necessary to insure it's proper operation or installation.
 - r) **Certified Firm** – any business owned by an individual, partnership, corporation, or association holding a current certificate of registration issued by the Board.
 - s) **License** – a written document issued by the Board to any person for the purpose of granting permission to such person to perform any act or acts for which authorization is required.
 - t) **Investigator** – a person employed by the Fire Protection Licensing Board to receive and investigate complaints.
- 6) **Adopted Standards.** The Board adopts by reference in their entirety the following copywriters standards published by and available from the National Fire Protection Assoc., Inc., #1 Batterymarch Park, PO Box 9101, Quincy, Mass. 02269-9101; telephone number 1-800-344-3555. A copy of the standards shall be kept available for public inspection in the office of the State Fire Marshall.
- a) NFPA 13 - 1999, Installation of Sprinkler Systems.
 - b) NFPA 13D – 1999, Installation of Sprinkler Systems in One or Two Family Dwellings and Mobile Homes.
 - c) NFPA 13R – 1999, Sprinkler Systems in residential occupancies up to four stories in height.
 - d) NFPA 14 – 1996 Installation of Standpipe and Hose Systems
 - e) NFPA 14A – DISCONTINUED.
 - f) NFPA 15 – 1996, Water Spray Fixed Systems for Fire Protection.
 - g) NFPA 16 – 1999, Installation of Deluge Foam-Water Sprinkler Systems and Foam-Water Spray Systems.
 - h) NFPA 16A – DISCONTINUED
 - i) NFPA 20 – 1999, Installation of centrifugal Fire Pumps;
 - j) NFPA 22 – 1998, Water Tanks for Private Fire Protection;
 - k) NFPA 24 – 1995, Installation of Private Fire Service Mains and Their Appurtenances;
 - l) NFPA 25 – 1998, (Replace 13A) Inspection, Testing, Maintenance, of water based Fire Protection Systems.
 - m) NFPA 30 – 1996, Flammable and Combustible Liquids Code;

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- n) NFPA 30A – 1996, Automotive and Marine Service Station Code
 - o) NFPA 214 – 1996, Water Cooling Towers
 - p) NFPA 231D – 1998, Storage of Rubber Tires;
 - q) NFPA 232 – 1995, Record Protection of
 - r) NFPA 232A – 1995, Archives and Records Centers;
 - s) NFPA 409 – 1995, Aircraft Hangers;
- 7) **Approved Certification Organization.** The Board approves the National Institute for Certification in Engineering technologies (NICET) as a nationally recognized testing standards organization for certifying licensed applicants.
- 8) **Certificate of Registration.**
- a) **Required.** Each firm engaged in the business shall have a certificate of registration issued by the Board.
 - i) Each firm shall have at least one full-time licensed RME who shall be properly equipped to perform the act or acts authorized by its certificate.
 - ii) Certificate holders shall be responsible for the acts of their agents and employees for purposes of these rules, including the taking of administrative action by the Board.
 - b) **Business location.** A specific location shall be maintained by each certified firm, which shall be indicated on the certificate.
 - c) **Posting.** Each certificate shall be posted conspicuously on the premises.
 - d) **Change of ownership.** The change of a firm's ownership invalidates the current certificate. To assure continuance of the business, an application for a new certificate must be submitted to the Board fourteen (14) days prior to such change.
 - e) **Change of corporate officers.** Any change of corporate officers must be reported in writing to the Board within fourteen (14) days. This change does not require a revised certificate.
 - f) **Duplicate certificates.** A duplicate certificate must submit written notification of the loss or destruction without delay, accompanied by the fees.
 - g) **Revised certificates.** The change of a firm's name, location, or mailing address requires a revised certificate. Certificates requiring changes must be surrendered to the Board within fourteen (14) days after the change requiring the revision. The certificate holder must submit written notification of the necessary change with the surrendered certificate, accompanied by the required fee.
 - h) **Minimum age.** A certificate shall not be issued to any person who is under 18 years of age.
 - i) **Termination of Registered Firm's RME.** Upon termination of a registered firm's RME, the firm shall submit to the Board's Secretary, in writing, within 48 hours and have a full-time employee submit for new RME within 30 days.
 - j) **Nontransferable.** A certificate is not transferable from one firm to another.

9) **Responsible Managing Employee License.**

- a) **Required.** Each person designated, as a responsible managing employee by a certified firm must have a license issued by the Board.
- b) **Full-time employee.** A licensee shall be a full-time employee of a certified firm.
- c) **Posting.** Wall licenses shall be posted conspicuously on the premises of a firm's business location.
- d) **Pocket license.** The pocket license is for identification purposes only, so long as such a license remains valid and while the holder is employed by the firm reflected on the license.
- e) **Duplicate license.** A duplicate license must be obtained from the Board to replace a lost or destroyed license. The license holder must submit written notification of the loss or destruction without delay, accompanied by the required fee.
- f) **Revised licenses.** The license holder must submit written notification of the necessary change with the surrendered license, accompanied by the required fee.
 - i) Licenses requiring changes due to a change of home or mailing address must be surrendered to the Board within fourteen (14) days after the change requiring the revision.
 - ii) Licenses requiring a change due to a change from one registered firm to another must submit written notification to the Board within 48 hours.
- g) **Minimum age.** A license will not be issued to any person who is under 23 years of age.
- h) **Restrictions.**
 - i) A license does not authorize anyone engaged in the business to enforce these rules or to enter any building without the owner's permission.
 - ii) Licensees shall not permit the use of their licenses by other persons.
 - iii) A licensee shall not engage in any act of the business unless employed by a certified firm.
 - iv) Nontransferable. A license is not transferable from one person to another.

10) **Alteration of Certificates or Licenses.** Alteration of such documents renders them invalid and is the basis for administrative action pursuant to Act 743 of 1977 as amended.

11) **Applications.**

- a) **Certificate of Registration.**
 - i) Applications for certificates shall be in writing on forms provided by the Board and accompanied by the required fee.
 - ii) Applications must be signed by the sole proprietor, by each partner of a partnership, or by an officer of a corporation or organization, and where applicable, accompanied by evidence of registration as an Arkansas corporation or evidence of registration with the Arkansas Secretary of State as a foreign corporation. The application shall also include written authorization by the applicant permitting the Fire Marshall or representative to enter, examine and inspect any premises, building, room, or establishment used by the applicant while engaged in the business to determine compliance with the provisions Act 743 of 1977 as amended.

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iii) **Insurance required.**

- (1) The Board shall not issue a certificate of registration under these rules unless the applicant files with this office proof of liability insurance as required in Act 743 of 1977 as amended.
- (2) Each certified firm shall maintain in force and on file in the Board's office the certificate of insurance as required. Failure to do so will be cause for action to suspend the firm's certificate.

b) **Responsible managing employee licenses.**

- i) Original and renewal applications for a license from an employee of a firm engaged in the business shall be on forms provided by the Board and accompanied by the required fee.
- ii) One of the following documents must accompany the application to evidence technical qualifications for a license:
 - (1) A copy of NICET's notification letter regarding the applicant's successful completion of the examination requirements for certification at level III for fire protection automatic sprinkler system layout.
 - (2) Individuals applying for a license on or before October 1, 1998 without completing NICET level III examination requirements may be issued a license, if they otherwise qualify, according to the provisions of Section 6F(3) of Act 702 of 1985. At the time of renewal of such license, applicant must accompany the renewal application with a copy of NICET's notification letter regarding the applicant's successful completion of the examination requirements for certification at level III. A copy of a diploma showing the completion of a Bachelor of Science Degree in Fire Protection Engineering (or Engineering Technology) from a recognized institution, along with a signed affidavit from an Arkansas Licensed Sprinkler Contractor stating that the individual has a minimum of three (3) years of subsequent experience in fire sprinkler layout.

12) **Fees.**

- a) Every fee required in accordance with the provisions of Act 743 of 1977 as amended and these rules, shall be paid by money order or check. Money orders and checks shall be made payable to the Fire Protection Licensing Board.
- b) Fees shall be paid at the office of the Board in Little Rock, Arkansas mailed to an address specified by the Board.
- c) Fees shall be as follows:
 - i) Certificate of Registration.

(1) Initial Fee	\$700.00
(2) Renewal Fee	700.00
(3) Application fee	100.00
(4) Branch office (if using different name)	28.00
 - ii) Responsible Managing Employee License.

(1) Initial Fee	\$300.00
(2) Renewal Fee	300.00
 - iii) Inspector License

(1) Initial Fee which included first exam fee	\$150.00
(2) Renewal Fee	\$150.00
 - (iv) Duplicate of Revised Certificates or Licenses \$25.00 | - (v) Other Requested Changes to Certificates or Licenses \$25.00 | - (vi) Licensing Packet (non-refundable) \$28.00 |

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(vii) Examination Fee \$28.00

- d) Late fees are required of all certificates or license holders who fail to submit renewal applications on or prior to their expiration date.
- e) A renewal application accompanied by the required renewal fee and deposited with the United States Postal Service is deemed to be timely filed, regardless of actual date of delivery, when its envelope bears a legible postmark date which is on or before the expiration date of the certificate or license being renewed.
- f) Holders of certificates and licenses, which have been expired for less than two years cannot be, issued new certificates or licenses.
- g) A certificate or license which has been expired for two years or more cannot be renewed.
- h) Renewal fees for certificates or licenses which have been expired for less than two years are composed of renewal and late fees, shall be determined in accordance with the following schedule:

Expired 1 to 90 days: 1 Renewal fee + ½ Initial fee = Total fee due

Expired 90 to 265 days: 1 Renewal fee + 1 Initial fee = Total fee due

Expired 366 days to 2 years: 2 Renewal fees + 1 Initial fee = Total fee due

Example: (1 to 90 days late) Co.: Renewal fee 700 + 350 = 1050.00 RME: 300.00 + 150 = 450.00
Inspector License: 150.00 + 75 = 225.00

AFTER TWO (2) YEARS A COMPANY WOULD BE TREATED AS A NEW COMPANY. RME'S AND INSPECTORS WOULD HAVE TO RETEST IN ORDER TO RECEIVE A LICENSE.

13) Examinations.

- a) Each applicant for a license shall take and pass with at least a 90% grade an examination covering these rules. The Board shall set the content, frequency and location of the examination.
- b) Applicants who fail must file a re-examination application accompanied by the required fee.
- c) A person whose license has been expired for two years or longer and makes application for a new license must take and pass another examination. No examination is required for a licensee whose license is renewed within two years of expiration.

14) Installation, Inspection, and Service.

- a) All sprinkler systems installed under Act 743 of 1977 as amended, shall be under the supervision of a licensed responsible managing employee.
- b) Installation of fire sprinkler systems, beginning at the point where water is used exclusively for sprinklers shall be in compliance with standards adopted herein.
- c) Upon completion of the installation, the licensed responsible managing employee shall distribute a contractor's Material & Test Certificate as follows:
 - i) Original copy retained by the installing company;
 - ii) Second copy kept at the site after completion of the installation;

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- iii) Third copy to be sent to the insurance authority having jurisdiction within 10 days after completion of the installation.
- d) Inspections, where required, shall be conducted by a certified firm and licensed inspector in compliance with the appropriate adopted standards.
 - i) A written inspection report shall be completed and copies filed with the following:
 - (1) Owner, occupant, or other designated responsible person.
 - (2) Local Fire authorities having jurisdiction.
 - ii) The following minimum inspection requirements must be used in the State of Arkansas when inspecting a Fire Protection System. Other inspection forms that incorporate these minimum requirements may be used. SEE EXHIBIT "A" INSPECTION FORM
- e) Service, which includes maintenance, where required, shall be conducted by a certified firm and in compliance with the appropriate adopted standards.
- f) Complete records shall be kept of the tests and operations of each system. The records shall be available for examination by the Fire Marshal or his representative.

15) Sprinkler System Plans.

- a) Sprinkler working plans and hydraulic calculations, shall be submitted to a reviewing authority, where applicable, for all systems installed in building, prior to completion of installation.
- b) Subsequent alterations or additions shall be legibly noted on updated plans. When an alteration consists of 20 sprinklers or less and all floor areas were protected prior to the alteration, updated plans are not required. Updated plans are required for all alterations consisting of more than 20 sprinklers. Additions to systems protecting unprotected areas also require updated plans.
- c) Plans shall bear the signature of the licensed responsible managing employee, his license number, the date of installation, alteration, or addition and the certificate of registration number of the certified firm.

16) Hydraulic Placards Standards and Requirements. (See Exhibit "B")

- a) Every new and remodeled system shall receive a self-adhesive hydraulic placard that is to be placed in plain view on the system riser.
- b) The placards shall be no less than 0.002" in thickness, made of an aluminum foil type material.
- c) Adhesive shall be 3M or equivalent permanent pressure sensitive backing.
- d) Size shall be no less than 5" wide by 7" long.
- e) Each placard shall contain the following information:
 - i) System Number
 - ii) Remote Area Location
 - iii) Number of sprinklers calculated
 - iv) Hazard Group
 - v) Commodity protected
 - vi) Maximum Storage Height
 - vii) Density

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- viii) Design Discharged Area
 - ix) GPM Discharge
 - x) Residual Pressure at the base of the Riser
 - xi) Are there any areas of this facility not sprinkled
 - xii) Date of Installation
 - xiii) The Statement “**DO NOT REMOVE, DESTROY OR OBSTRUCT BY ORDER OF THE STATE FIRE MARSHAL**” This will be in bold type. The font size should be no smaller than 16.
 - xiv) RME Number
 - xv) Company Certificate of Registration Number
 - xvi) Arkansas Contractors License Number
 - xvii) Your Company’s name, address and phone number
- f) Wording on the Placard shall be legible and permanent so as not to rub off.
- g) Samples of your Placard should be sent to the Arkansas Fire Protection Licensing Board for approval at the time of licensing and for renewal’s of your license each year. License will not be issued without this sample.

17) Service Tags. (See Exhibit “C”)

- a) After installation, service, maintenance, or inspection a “Service Tag” shall be completed in detail, indicating all work that has been done, and then attached to the system in such a position as to permit convenient inspection and not hamper actuation or operation of the system.
- b) A new Service Tag shall be attached each time an inspection or service or maintenance is performed and the criteria of the above paragraph exist.
- c) A Service Tag will be attached by a licensed inspector when all the answers to the questions on the Inspection Form are “Yes” and there were no other conditions that the Inspector reasonably believes would interfere with the proper operation of the Fire Protection Sprinkler System to reasonable control or extinguish a fire.
- d) Service Tags shall be 5 ¼ inches in height and 2 5/8 inches in width. Service Tags shall not be red in color.
- e) Service Tags shall bear the following information:
 - i) Printed at the top of the tag in all capitol letters in at least 36-point bold face type will be the following: **“DO NOT REMOVE BY ORDER OF THE STATE FIRE MARSHAL”**.
 - ii) Name, address, phone number, and Certificate of Registration number of the Firm performing the installation, service, maintenance, or inspection.
 - iii) Name and license number of the Firm’s RME.
 - iv) Signature of the person performing the work.
 - v) Day, month and year the work was completed (may be punched).
 - vi) Type of work performed – Installation, Service, Maintenance, or Inspection (may be punched).
 - vii) Name and address of Property Owner.
 - viii) Description and address of property where the work was performed.
 - ix) Comments (shall include 3 or more lines).
- f) Service Tags utilizing a “Punch Out” system for dating may be printed and established for any five-year period. After each printing one tag shall be sent tot he Fire Protection Licensing Board.
- g) Only the following persons are authorized to remove a Service Tag:

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- i) An RME or licensed inspector employed by a Certified Firm that is properly licensed to sell, service or install Fire Protection Sprinkler Systems in Arkansas and then only when replacing the tag with a new "Service Tag" or "Red Tag".
- ii) By order of the State Fire Marshal.
- iii) By order of the Local Fire Authority Having Jurisdiction.
- iv) By order of the State Fire Protection Licensing Board or its designated employee.

18) Red Tags. (See Exhibit "D")

- a) After installation, service, maintenance, or inspection a "Red Tag" shall be completed in detail, indicating all work that has been done and then attached to the system in such a position as to permit convenient inspection and not hamper actuation or operation of the system.
- b) A new Red Tag shall be attached each time an inspection, service or maintenance is performed and the criteria from the following paragraph exist.
- c) A Red Tag will be attached when one or more of the answers to the questions on the Inspection Form where answered "No" or "N/A" and the Inspector reasonably believes a condition exists that would inhibit the proper operation of the Fire Protection Sprinkler System. It is also required that the condition be noted on the Red Tag when it is attached and at least (1) one copy of the Inspection Form be left with the owner, occupant or other designated responsible person. A Red Tag would be attached whenever a Fire Protection Sprinkler System is installed, serviced or maintained and left in a condition that does not meet the proper NFPA state law requirements.

***Exception:** This exception applies only to property where the building codes having jurisdiction require that only a portion of the property have a Fire Protection Sprinkler System installed. If the Fire Protection Sprinkler System was installed, serviced or maintained according to the proper building codes, NFPA standards and state law except the property is only partially protected or if the answers to all the questions on the Inspection Form are "Yes" by building codes and the Inspector, Installer, Service, or Maintenance Person reasonably believes the partial Fire Protection Sprinkler System will operate to protect the partial area to reasonably control or extinguish a fire, then a regular "Service Tag" as described in the preceding Rule shall be attached and a notation made in the comments section of the tag that the property is only partially protected as required by building codes.*

- b) A Red Tag shall be red in color and 5 ¼ inches in height and 2 5/8 inches in width.
- c) Red Tags shall bear the following information:
 - i) Printed at the top of the tag in all capital letters in at least 36-point bold face type will be the following: **"DO NOT REMOVE BY ORDER OF THE STATE FIRE MARSHAL"**.
 - ii) Name, address, phone number, and Certificate of Registration number of the Firm performing the installation, service, maintenance, or inspection.
 - iii) Name and license number of the Firm's RME.
 - iv) Signature of the person performing the work.
 - v) Day, month and year the work was completed (may be punched).
 - vi) Type of work performed – Installation, Service, Maintenance, or Inspection (may be punched).
 - vii) Name and address of Property Owner.
 - viii) Description and address of property where the work was performed.
 - ix) Comments/ Deficiencies (shall include 3 or more lines).

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- d) Red Tags utilizing a "Punch Out" system for dating may be printed and established for any five-year period. After each printing one tag shall be sent to the Fire Protection Licensing Board.
- e) Only the following persons are authorized to remove a Red Tag:
 - i) An RME or licensed inspector employed by a Certified Firm that is properly licensed to sell, service or install Fire Protection Sprinkler Systems in Arkansas and then only when replacing the tag with a new "Service Tag" or "Red Tag".
 - ii) By order of the State Fire Marshal.
 - iii) By order of the Local Fire Authority Having Jurisdiction.
 - iv) By order of the State Fire Protection Licensing Board or its designated employee.
- 19) The Fire Protection Licensing Board shall issue no Certificate of Registration of License to a firm where the issuance of such license shall be confusing to the public. It shall be the duty of the person requesting a Certificate of Registration to inquire of the Board concerning the acceptability of the proposed company name.
- 20) **Enforcement.** The failure to comply with provisions of these rules by certificate holders or licensee may subject them to Board action including, but not limited to, suspension, fine, revocation or refusal to issue or renew a license of Certificate of Registration.
- 21) **Severability.** If any provision of these rules or the application thereof to any person or circumstance is held invalid for any reason, the invalidity shall not affect the other provisions or any other application of these rules which can be given effect without the invalid provisions or application. To this end, all provisions of these rules are declared to be severable.

BOARD HEARINGS COMPLAINTS, INVESTIGATIONS

- 22) **COMPLAINTS:** Any and all complaints falling within the jurisdiction of the Board, which individuals make, must be in writing, dated, signed and notarized.

All complaints, even those determined not to present a *prima facie* case, will be given a Complaint number.

- 23) **INVESTIGATIONS:** The Board staff may, on its own motion, initiate investigations. The Secretary or Board Inspector, after reviewing the complaint may proceed to investigate the allegations.

The Board may utilize investigative assistance provided by the State Fire Marshall's Office, local fire marshals, local fire officials, and other police agencies.

The Board's Secretary in consultation with Board Counsel will determine whether there is sufficient evidence to make a *prima facie* case.

- 24) **HEARINGS:** if it is determined that there is a *prima facie* case, that a licensee or individual has violated laws under the Board's jurisdiction, the Board will cause a Notice Of Hearing to be issued. The Notice of Hearing shall contain information as required by Arkansas Administrative Procedures Act.

The Notice will be served on the Respondent by U.S. Mail or by personal delivery at least twenty (20) days before the scheduled hearing. Notice shall be deemed sufficient if the Notice is mailed to the person at his or her address of record with the Board.

Hearings before the Board shall be presided over by the Chairman, although the Board may from time to time utilize hearing officers. Testimony before the Board shall be made under oath and shall be stenographically reported.

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Respondents before the Board shall be entitled to be represented by counsel, shall be allowed to cross-examine witnesses, and shall be allowed to present testimony, photographs, and other exhibits which are determined to be admissible by the Chairman or Hearing Officer.

At the conclusion of the evidentiary portion of the hearing, the Board will conduct deliberations. At the close of the deliberations, the Board will make Findings of Fact, Conclusions of Law, and disciplinary Orders, if appropriate.

Counsel for the Board will prepare the formal Findings of Fact, Conclusions of Law, and Order for the signature of the presiding officer.

ALTERNATE PROCEEDINGS: Prior to proceeding to a formal adjudicative hearing, the case will be reviewed by an *ad hoc* committee to determine whether summary proceedings should be invoked. Members of the Committee will be appointed by the Chairman, and will in most cases include the State Fire Marshal, the Board Secretary and or Investigator, and the Board's Legal Counsel. If the Committee determines that the violations, if proved, would not warrant license revocation or a fine in an amount greater than one thousand dollars (\$1,000), the Committee may recommend that the Complaint be handled in a summary manner. This decision will be referred to the Chairman for his/her acceptance or rejection.

If the Board decides to utilize alternative proceedings, the Respondent will be notified by mail that the Board has learned that he or she has engaged in actions which violate the licensing law and that it is recommended that under all the circumstances that appropriate sanction is a fine of one thousand dollars (\$1,000) or less. The Notice will further inform the Respondent that he has a right to reject the proposed fine and have a full evidentiary hearing.

The Respondent will be provided with a document which requests that he admit or deny that he has violated the Licensing Law and to further accept or reject the proposed penalty. The Respondent will indicate that he understands that he has a right to a full evidentiary hearing before the Board and that he elects not to exercise that right.

- 25) The Secretary shall notify, in writing, every licensee complained against, provided said complaint is determined to make out a prima facie case.
- 26) Any and every Notice, Order or other instrument herein required to be forwarded or sent to any person concerning a complaint or hearing shall be deemed sufficient if addressed to the person at his or her address at last furnished to the Board, in a sealed envelope, and delivered by Certified Mail, postage prepaid.
- 27) Any and every person appearing before the Board at any of its hearings shall be first placed under oath. All testimony given or statements made to or before the Board shall be stenographically reported and made a part of the record in such case.
- 28) At any and all meetings of the Board at which a hearing is to be held on any complaint previously filed the same shall be set down for a day certain by the Board, at least 10 days prior to any such hearing date.
- 29) The Secretary shall, at least 20 days prior to any such hearing date, notify all persons entitled to notice thereof, by Certified Mail of the order of the Board setting such complaint for hearing. Said notice shall contain the place and approximate time of said hearing, a brief and concise statement of the facts forming the basis of the complaint, the provisions of the law or the rules and regulations thought to be involved therein, and shall be executed for the Board by its Secretary dated and sealed with the official seal of the Board.
- 30) Any licensee complained against and to be heard, or any complaining witness, may, by written petition, signed and dated, invoke the aid of the Board in the procurement of any witness he or she may desire to be present and testify at any such hearing, such petition to be filed with the Secretary

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at least five (5) days prior to such hearing date. Any and all costs anticipated must be deposited with the Secretary at the time of any such request.

- 31) Each and every complaint filed with the Secretary which shall be determined to make out a prima facie case shall be given a file number by the Secretary and thereafter all written documents pertaining thereto shall bear that assigned file number.
- 32) Each and every hearing of the Board after being duly called to order, shall begin with a statement by the Chairman or Vice-Chairman, as to the nature of the cause to be heard, an inquiry of the parties present as to whether each is prepared to proceed, and thereafter the cause, shall proceed with the presentation of evidence for and on behalf of the complainant. At the conclusion of such evidence the person complained against may then proceed to introduce evidence in contradiction, after which rebuttal testimony may be offered.
- 33) Either oral or written argument on the issues raised, may be called for or dispensed with by the Chairman or discretion of the Board.
- 34) The board shall file with the Secretary its written findings and conclusions as to all hearings, same to be signed by the Board. A copy of such Order shall be sent to the licensee involved, by Certified Mail.
- 35) At any hearing both the licensee and complaining witness involved may be present in the hearing room during the entire proceedings and shall have the right to cross examine any witness and to examine any document or evidence submitted.
- 36) The Board will receive into evidence all affidavits, depositions, certified copies of documents, Photostats of official records and exhibits therewith introduced, together with such other evidence as may be administered by law. The Board shall give to such evidence such weight, as they shall determine just and proper.
- 37) Every pleading, motion or other document, and every request to the Board must be filed with the Secretary in writing, signed, and dated and in quadruplicate.

No attorney shall withdraw his appearance in any cause before this Board except by leave of the Board after notice served by him or his client and counsel for the Board.

EXHIBIT "A" INSPECTION FORM

STATE OF ARKANSAS
FIRE PROTECTION SPRINKLER SYSTEM
INSPECTION FORM

This form constitutes the minimum inspection requirements for use in the State of Arkansas. Other inspection forms that incorporate these minimum requirements may be used.

OCCUPANT NAME: _____

STREET ADDRESS: _____ TEL#: _____

CITY/STATE/ZIP: _____

PROPERTY OWNER: _____

MAILING ADDRESS: _____ TEL#: _____

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- e) Provided with proper wrenches or handles?
- f) Free from external leaks?
- g) Provided with proper signs?
- h) Opened until spring or torsion is felt in the rod, then closed back one-quarter turn? (*except O. S. & Y. and Gear operated indicating butterfly valves*)
- i) Valve at city water main open?

3) **WATER SUPPLIES:**

- a) Water flow test of main drain made at the sprinkler riser(s)?
- b) Hydraulic Name Plate securely attached to riser and legible?

4) **TANKS AND PUMPS:**

- a) Do fire pumps, gravity tanks, reservoirs, and pressure tanks appear to be in good condition and properly maintained?

5) **FIRE DEPARTMENT CONNECTIONS: (FDC)**

- a) In satisfactory condition, couplings and swivels free, plugs or caps in place, and check valves tight?
- b) Accessible and visible?
- c) Gaskets in place and in good condition?
- d) Signs in place?
- e) Drain valves in place and operating properly?
- f) If plugs/ caps missing – any obstruction to inlet?
- g) If plugs/ caps missing – is valve clapper operational?

6) **WET SYSTEMS:**

- a) Cold weather valves (O. S. & Y.) in the appropriate open or closed position?
- b) Antifreeze system solutions tested?
- c) Antifreeze test results satisfactory?
- d) Do all interior and exterior building areas that are protected with water in sprinkler system appear to be protected against freezing conditions?
- e) Alarm valves free from physical damage?
- f) Gauges operating properly?
- g) Leakage from retarding chamber or alarm drains?

7) **DRY SYSTEMS:**

- a) Dry valve(s) in service?
- b) Air pressure and priming water levels in accordance with manufacturer's instructions?
- c) Operation of the air or nitrogen supplies been tested?
- d) Air or nitrogen supplies in service?

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- e) Low points drained during this inspection?
- f) Quick-opening devices operate satisfactorily?
- g) Dry valve(s) trip properly during the trip pressure test?
- h) Heating equipment in the dry-pipe valve room(s) operate at the time of inspection?
- i) Gauges operating properly?
- j) Dry valves free from physical damage?
- k) Trim valves in appropriate position?
- l) Leakage from intermediate chamber?
- m) Interior of Dry Valve pass inspection?
- n) Low air pressure signal pass test?

8) **SPECIAL SYSTEMS:**

- a) Deluge or pre-action valves operate properly during testing?
- b) Heat-responsive devices operate properly during testing?
- c) Supervisory device operate during testing?
- d) Trim valves in appropriate position?
- e) Valves free from physical damage?
- f) Leakage from valve seal(s)?
- g) Electrical components (if required) in service?
- h) Gauges operating properly? (See Trip Test Table)
- i) Interior of deluge/ pre-action valve pass inspection?
- j) Priming water pass test?
- k) Low air pressure signal?

9) **ALARMS:**

- a) Water motor(s) or gong(s) test satisfactorily?
- b) Electric alarm(s) test satisfactorily?
- c) Supervisory alarm service test satisfactorily?
- d) Alarm company receive signal?
Name of Signal Company Representative: _____
- e) Alarm devices free from physical damage?

10) **SPRINKLERS:**

- a) Sprinklers free from corrosion, loading or obstruction to spray discharge?
- b) Sprinklers less than 50 years old? (Older sprinklers require sample testing) Date on sprinkler: _____
- c) Appropriate stock of spare sprinklers?
- d) Sprinkler wrench for spare sprinklers?
- e) Exterior condition of sprinkler system appear to be satisfactory?

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- f) Sprinklers of proper temperature ratings for their locations?
- g) Sprinklers visibly free from foreign materials?
- h) Free from paint?
- i) Free from physical damage?
- j) Fast Response Sprinklers in service for less than 20 years? Date on sprinkler: _____

11) REDUCED PRESSURE BACK FLOW PREVENTORS/ CHECK VALVE ASSEMBLY:

- a) Relief ports on reduced pressure backflow prevention assemblies in open position? (O. S. & Y. or NRS) _____
- b) Isolation valves on backflow prevention assemblies in open position (O. S. & Y. or NRS) _____
- c) Backflow devices passed backflow test? Certified by: _____
- d) Backflow devices passed full flow test? Certified by: _____

12) FIRE SPRINKLER PRESSURE REGULATING CONTROL VALVES:

- a) In open position?
- b) Leaking?
- c) Maintaining downstream pressure per design criteria?
- d) In good condition?

13) DRY PIPE SYSTEM TEST RESULTS:

TRIP TEST TABLE									
DRY PIPE OPERATING TEST	DRY VALVE					C.O.D.			
	MAKE		MODEL		SERIAL NO.	MAKE		MODEL	SERIAL NO.
	TIME TO TRIP THRU TEST PIPE		WATER PRESSURE	AIR PRESSURE	TRIP POINT AIR PRESSURE	TIME WATER REACHED TEST OUTLET		ALARM OPERATED PROPERLY	
	Min.	Sec.	PSI	PSI	PSI	Min.	Sec.	Yes	NO
Without Q.O.D.									
With Q.O.D.									

TRIP TEST TABLE									
DELUGE & PREACTION VALVES	Operation <input type="checkbox"/> PNEUMATIC <input type="checkbox"/> ELECTRIC <input type="checkbox"/> HYDRAULIC Piping Supervised <input type="checkbox"/> Yes <input type="checkbox"/> No Detecting media supervised <input type="checkbox"/> Yes <input type="checkbox"/> No Does valve operate from the manual trip and/or remote control stations <input type="checkbox"/> Yes <input type="checkbox"/> No Is there an accessible facility in each circuit for testing <input type="checkbox"/> Yes <input type="checkbox"/> No Method of testing circuits								
	MAKE		MODEL		Does each circuit operate supervision loss alarm		Does each circuit operate valve release		Maximum time to operate release
	Yes	No	Yes	No	Yes	No	Yes	No	Yes

15) CONTROL VALVE MAINTENANCE TABLE:

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CONTROL VALVE MAINTENANCE TABLE							
CONTROL VALVES	NUMBER	TYPE	OPEN	SECURED	CLOSED	SIGNS	EXPLAIN ABNORMAL CONDITION
City Connection Control Valve							
Tank Control Valves							
Pump Control Valves							
Sectional Control Valves							
System Control Valves							
Other Control Valves							

16) **WATER FLOW TEST AT SPRINKLER RISER:**

Water Supply Source:		City		Tank		Pump	
	DATE	TEST PIPE LOCATION	SIZE OF TEST PIPE	STATIC PRESSURE	RESIDUAL (FLOW) PRESSURE		
Last Water Flow Test							
This Water Flow Test							

17) **VISIBLE PIPE INSPECTION:**

- a) In good condition?
- b) Free from mechanical damage?
- c) Leaking?
- d) Excessive external corrosion?
- e) Any external loads?

18) **VISIBLE PIPE HANGERS AND SEISMIC BRACING:**

- a) In place?
- b) Supporting pipe properly?

19) **TESTING:**

- a) Recording Static and Residual Pressures? (See Trip Test Table)
- b) While flowing, was there any obstruction or restriction?

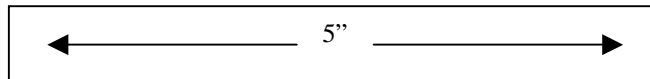
20) **TESTING:**

- a) Inspector's test connection opened? (not in freezing weather)
- b) Bypass connection opened? (not in freezing weather)
- c) Alarms actuated?
- d) Flow unobstructed?
- e) Water flow alarm pass test?

21) **EXPLAIN ANY "NO" ANSWERS AND COMMENTS:**

ARKANSAS FIRE PROTECTION LICENSING BOARD
HYDRAULIC PLACARD
EXHIBIT "B"

FIRE SPRINKLER SYSTEM HYDRAULIC DESIGN & HAZARD CRITERIA	
FIRE SPRINKLER SYSTEM NUMBER	<input type="text"/>
REMOTE AREA LOCATION	<input type="text"/>
NO. OF SPRINKLERS CALCULATED	<input type="text"/>
HAZARD GROUP	<input type="text"/>
COMMODITY PROTECTED	<input type="text"/>
MAXIMUM STORAGE HEIGHT	<input type="text"/>
BASIS OF DESIGN	<input type="text"/>
1. DENSITY	<input type="text"/> GPM SO. FT.
2. DESIGNED AREA OF DISCHARGE	<input type="text"/> SO. FT.
SYSTEM DESIGN	
1. GPM DISCHARGE	<input type="text"/> GPM
2. RESIDUAL PRESSURE AT THE BASE OF THE RISER	<input type="text"/> PSI
ARE THERE ANY AREAS OF THIS FACILITY NOT SPRINKLED	<input type="text"/>
DATE OF INSTALLATION	<input type="text"/>
RME #	<input type="text"/>
COMPANY CR #	<input type="text"/>
AR CONTRACTORS LICENSE #	<input type="text"/>
DO NOT REMOVE, DESTROY, OR OBSTRUCT BY ORDER OF THE STATE FIRE MARSHAL.	
COMPANY NAME	
ADDRESS	
PHONE NUMBER	



Actual Size

ARKANSAS FIRE PROTECTION LICENSING BOARD

SERVICE TAG

SERVICE TAGS MAY BE ANY COLOR OTHER THAN RED

EXHIBIT "C"

**DO NOT REMOVE
BY ORDER OF
THE STATE FIRE MARSHALL**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
31														

**NAME
ADDRESS
TELEPHONE**

Cert. # _____

CERT. OF REG. NO. _____

NAME _____

LICENSE NO. _____

SIGNATURE _____

TYPE OF WORK PERFORMED

INSTALLATION _____

SERVICE _____

INSPECTION _____

MAINTENANCE _____

Dec.	1997
Nov.	
Oct.	
Sept.	1998
Aug.	
July	
June	1995
May	
Apr.	
Mar.	1994
Feb.	
Jan.	1993

TYPE OF SERVICE PERFORMED _____

OWNER'S NAME AND ADDRESS _____

5 1/4"

2 5/8"

Front

Back

Fire Protection Sprinkler System
Service Tag
(Actual Size)

